

PHOENIXVILLE AREA SCHOOL DISTRICT  
Phoenixville, Pennsylvania

**Minutes of the FINANCE Committee Meeting  
January 9, 2019**

**Finance Committee Members Present:**

Lisa Longo  
Ken Butera  
Jeesely Soto

**Finance Committee Members Absent:**

N/A

**Board Members Present:**

Chris Caltagirone (6:00)  
Eric Daugherty  
Blake Emmanuel (5:35)  
Dave Golberg (5:35)

**Administrators Present:**

Dr. Le Roy Whitehead – Assistant Superintendent  
Chris Gehris – Director of Finance / Business Manager  
Dr. Fegley – Superintendent

**Others Present:**

Tom Ronayne – Rainer & Company  
Cindy Stevens – PCEF  
Sharon Bauer – PCEF  
Joan Cadigan – PCEF  
Josh Gould – PCEF

**Call Board Finance Committee Meeting to Order**

The Finance Committee meeting was held in the Administration Building Committee Conference Room and was called to order at 5:30 p.m. by Eric Daugherty, Chairperson. Mr. Daugherty then turned the meeting over to the new Chairperson - Ms. Lisa Longo.

**OLD BUSINESS**

**1. APPROVAL OF NOVEMBER 7, 2018 FINANCE MINUTES AND OCTOBER 30, 2018 PERSONNEL COMMITTEE MINUTES**

After a brief discussion, the committee agreed to approve the minutes.

**DISCUSSION ITEMS:**

**1. KEYSTONE TAX COLLECTION**

Mr. Gehris gave a report on the history of local tax collection within in the district over the last five years. Mr. Gehris explained that Keystone has reached out to do a three year extension at the same collection cost per bill (\$1.50 per bill). The Committee agreed to this extension should go on the February Finance meeting for approval.

**2. PCEF CONTRACT**

Mr. Gehris introduced the members from PCEF and they gave the Committee a presentation showing what PCEF has accomplished since its inception. The Committee thanked PCEF and asked that this contract be on the agenda for approval in February.

**3. TAX ASSESSMENT APPEAL – PICKERING VALLEY GOLF COURSE**

Mr. Gehris stated the reassessment was unchanged by the County. It is a large amount so that is why it was brought to Finance. Appeal may follow and any further update will be brought to the Committee.

4. PHOENIXVILLE HOSPITAL UPDATE

Mr. Gehris stated the only update was the Motions to Compel and Deny were denied by the Judge.

5. EIT / OCCUPATIONAL TAXES - UPDATE

Mr. Gehris stated there was no update on this issue.

6. 2019-2020 Budget

- a. 2018-2019 Budget Timeline
- b. Earned Income Tax (EIT) Collection
- c. Countywide Enrollment
- d. Chester County Tax Base
- e. Assessment Changes

Mr. Gehris went over various spreadsheets from the County regarding the district. The main conversation was around how much the district lost in reassessments from June 2018-December 2018 (around \$380K). The Committee instructed Dr. Fegley and Mr. Gehris to lower the threshold to \$350K and make a judgement call as to whether the reassessment should be challenged.

7. Support Staff Substitute Rates

Mr. Gehris went over a brief history of this situation. Ms. Longo asked that Mr. Gehris provide a list of all employees affected by the reduction that have worked for the district for 5 years. Mr. Gehris agreed to bring this list to the next Finance meeting.

8. Transportation Revitalization Incentive District (TRID)

After a brief discussion, the Committee agreed to have a deeper conversation at a future meeting with those parties involved.

9. District Management Group

Mr. Gehris / Dr. Fegley went over what this group does for districts and that administration would bring back a proposal for the Committee to consider.

## **NEW BUSINESS / BOARD APPROVAL**

### **Personnel Items**

1. APPROVAL OF PERSONNEL REPORT – JANUARY 2019

- a. Resignations
- b. Professional Contracts
- c. Track Changes
- d. Approval of Employment Agreement
- e. Approval of Agreement for Services
- f. Appointments
- g. Leave Requests
- h. Eagle Wolfington Employees
- i. Volunteers
- j. Informational Items
  - i. Conference Requests
  - ii. Family and Medical Leave of Act (FMLA) Leaves of Absence

The Committee agreed to send the personnel report to the Board for approval.

### **Approval of Business Office Items**

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – NOVEMBER AND DECEMBER 2018

CHECK #111832 (11/1/2018) TO CHECK 112195 (12/31/2018)

ACH PAYMENT #181900547 (11/1/2018) TO ACH PAYMENT #181900822 (12/31/2018)

Board approval is required for the disbursement of school district funds. The action requested in this item is the approval of the checks written and ACH payments made in November and December 2018. The committee discussed and agreed to recommend board approval.

2. ACKNOWLEDGE RECEIPT OF THE DISTRICT FINANCIAL REPORTS FOR NOVEMBER 2018 (CASH FLOW PROJECTION)  
Board acknowledgement is required for the receipt of the monthly financial reports. The committee agreed to recommend board acknowledgement.
3. APPROVAL OF INDEPENDENT AUDITOR REPORT FOR FISCAL YEAR ENDED JUNE 30, 2018. (FINANCIAL STATEMENTS AND SINGLE AUDIT)  
After a brief discussion, the committee agreed to recommend board approval

#### **Approval of Pupil Services Agreements**

None.

#### **Approval of Athletic Agreements**

None.

#### **Approval of Transportation Contracts**

None.

#### **Approval of Exception for Use of School Facilities, School Board Policy 707**

None.

#### **D. INFORMATION ITEMS**

1. RESERVES
2. HEALTH CARE COST COMPARISON  
Mr. Gehris where the district is currently in comparison to the previous year. Unfortunately, health care costs are ahead of last year's pace.
3. PRELIMINARY BENCHMARK GRAPHS  
Mr. Daugherty asked that these charts be updated through the 17-18 year.
4. CONTRACT MANAGEMENT SYSTEM  
Mr. Daugherty asked that these charts be updated.
5. EXCEPTION FOR USE OF SCHOOL FACILITIES
6. GRANT REPORT UPDATE  
The Committee asked for a simple spreadsheet that shows grant, amount, approval/denial and reason.

#### **E. EXECUTIVE SESSION**

##### **Public Comment**

None.

##### **Announcement of Next Meeting**

The next meeting will be held on February 13, 2019 at 5:30 PM

**Adjournment**

The meeting adjourned at 7:09 pm.

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Lisa Longo, Chairperson

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The minutes of the January 9, 2019 Board Finance Committee meeting are scheduled to be approved at the February 13, 2019 Board Finance Committee meeting. Mr. Chris Gehris, Director of Finance / Business Manager prepared the January 9, 2019 Minutes